

From: DPA EIS Helpdesk
Sent: Friday, September 21, 2001 9:21 AM
To: ALL DPA Field Managers; ALL DPA Field Supervisors
Subject: A Change in Processing New EIS Accounts

After almost 20 years of using NEWPASS as the initial password for new accounts, ITG is changing their process. We do not anticipate this change will adversely affect time frames in getting new employees on the system and we support the focus on increased security.

Here is how the new process will work:

Paperwork for new accounts will be submitted as usual. Once ITG has set up the account, they will notify our Security Assistants with the initial password (assigned at random). Our Security Assistants will advise the supervisor of the Logon ID and password. All other steps of the process will remain the same.

Please note that in the event our Security Assistants are not available, the supervisor as noted on the ITG LOGONID Request form will be contacted with the sign on and password information.

As always, if you have any problems, contact us through the EIS Help Desk.

Thank you.

The Help Desk

